

United States Department of Agriculture



Natural Resources Conservation Service  
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October 13, 2006

**WEST VIRGINIA BULLETIN NO:** WV 330-7-3

**SUBJECT:** MGT-Solicit Candidates for Participation in NHQ Operations Management Reviews for FY 2007.

**Purpose:** Request interested individuals to participate in the National Operations Management and Administrative Reviews in FY 2007

**Expiration Date:** December 31, 2006

**ACTION REQUIRED BY: October 30, 2006**

The National Headquarters (NHQ) conducts approximately ten (10) Operations Management and Administrative Review of States as part of their internal controls. The reviews will be conducted to determine the operational effectiveness of programs, policies, disciplines, and offices. Administrative Reviews, examining the Deputy for Management functions of financial management, human resources management, and management services, are often conducted concurrently with the Operations Management Reviews.

The time commitment would be approximately 2 days prior to the review for analysis of information (No travel required), 5 days for the review (travel required), and one-half day following the review for debriefing and wrap up information (No travel required). Nominations are limited to individuals at the GS-12 level or above.

Interested individuals names will be submitted to NHQ by November 3, 2006. Submission of you name does not mean that you will be selected to participate in a review. If selected, you will be contacted to determine your interest and availability to participate in a specific review and then your supervisor's approval will be requested.

If your are interested in serving as a member of the Operations Management or Administrative Review team, please contact Bill O'Donnell at (304) 284-7543 or by email at [Bill.Odonnell@wv.usda.gov](mailto:Bill.Odonnell@wv.usda.gov).

/s/

RONALD L. HILLIARD  
State Conservationist

Dist: E

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